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through innovation and exceptional service.*

# TECHNICAL BULLETIN

Volume 11. Issue 8

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## Technical Bulletin goes live on the Consultant Extranet!

### Inside this issue:

Announcement Extranet Bulletin	1
Construction Picture Question Contractor Start Work Critical Incident Picture Answer SDD	1 3 3 4
Environmental Erosion Control	2
Plans As-built	4

### Special points of interest:

- The Technical Bulletin will no longer be mailed.
- Consultants may obtain the Bulletin from the Consultant Extranet.
- There will no longer be hard copy distributions.
- DOT staff may obtain the Bulletin from the Intranet or the Extranet..
- A reminder link will be E-mailed each month.

The Consultant extranet can be accessed by those outside of DOT, and now includes D2 Technical Bulletins for 2003. I suggest you bookmark the engineering and related services main page so that you'll always be able to access the most current information.

- <http://www.dot.wisconsin.gov/business/engrserv/engrelserv.htm>

If you do not have a Wisconsin User ID and password, you will need to create one.

- to access the consultant extranet page use the following URL <http://www.dot.wisconsin.gov/business/engrserv/cauextranet.htm>

To see the updated pages in your browser, you may need to reload or refresh the page. If you have problems viewing our PDF files, you may need to download a newer version of Adobe Acrobat Reader. You can get to Adobe Acrobat either by using the links we provide on the WisDOT site or going directly to <http://www.adobe.com/products/acrobat/readstep.html>

For state staff the URL

- to the main D2 page is <http://dotnet/consultants/dtd2.htm>
- to the Extranet contents page is <http://dotnet/consultants/contents.htm>

For consultants/contractors the URL

- to the main D2 page is <https://trust.dot.state.wi.us/extntgtwy/consultants/dtd2.htm>
- to the Extranet contents page is <https://trust.dot.state.wi.us/extntgtwy/consultants/contents.htm>

## What's wrong With this Picture?

**The answer to the picture question may be found on Page 4.**

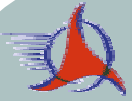


## Erosion Control

Prior to the pre-construction meeting, the contractor shall compile an Erosion Control Implementation Plan (ECIP) addressed to the DOT project manager and sent to both the appropriate Wisconsin Department of Natural Resources liaison and Wisconsin Department of Transportation. Wisconsin Administrative Code – Chapter TRANS 401 requires that the ECIP be hand delivered or sent by certified mail by the contractor. Both agencies must receive the ECIP at least 14 days prior to the pre-construction meeting. Ideally, the pre-construction meeting should be scheduled after written approval of the ECIP by the DOT in consultation with the DNR.

The two agencies correspond as to what additional information needs to be included in the ECIP. The DNR has 14 days to provide the DOT with comments on the ECIP. If further information or changes are needed, the DOT project manager will submit an ECIP review letter to the contractor. The contractor then makes the necessary changes to the document and re-submits it to the project manager. If review comments have been satisfactorily addressed, the project manager then sends a letter of acceptance to the contractor. The DNR and DOT Environmental Unit are carbon copied to be made aware that their comments have been addressed. Form letters as well as technical assistance are available from the DOT Environmental Unit.

The Department of Natural Resources' DOT liaisons review the ECIP. Each liaison oversees certain counties within Transportation District 2.



ECIPs are to be delivered by the contractor to DOT Project Manager for review 14 days prior to the pre-construction meeting

DNR Liaison	County(ies)	Phone	Fax	Mobil
Michael C Thompson Environmental Analysis Supv.	Milwaukee	414-263-8648	414-263-8483	414-303-3408
Maureen Milmann Environmental Coord.	Washington Waukesha Walworth Kenosha	414-263-8613	414-263-8483	414-303-5065
Joanne Kline Environmental Coord.	Ozaukee	414-263-8756	414-263-8483	414-303-1271
Joel Brieske Erosion Control Insp. LTE	Racine	414-263-8365	414-263-8483	414-303-5064
Bobbi Jo Reiser Environmental Coord.	Fond du Lac	920-303-5442	920-424-4404	n/a

Liaisons outside Fond du Lac Cty	Liaisons for Fond du Lac Cty
Department of Natural Resources 2300 North Martin Luther King Drive Milwaukee WI 53212	Department of Natural Resources 625 East County Road Y Oshkosh WI 54901

## When can a contractor start work?

### A. Contractor must have a fully executed Contract.

The following items ALL must be completed before the Central Office Bureau of Highway Construction Director can add his signature to the contract which completes full execution of the contract.\*\*\*

1. DBE Commitments turned in by the contractor and signed off by the DBE Office.
2. Contract returned from the contractor with appropriate seals and signatures.
3. The Performance & Payment Bond returned from the contractor with the contract with appropriate seals, signatures, and attachments.
4. The governor puts his signature on the DT 25 form, which authorizes the contract to be approved by the BHC Director.

\*\*\* When the contract has been fully executed, Central Office Bureau of Highway Construction will notify the District's Contract and Communication Specialists, the Contractor, the DOT Bureau of Financial Services and the Wis. Transportation Builders Assoc.

### B. The following Contract Administration items must also be completed.

1. District must issue a Start Notice to the contractor on all contracts
2. Contractor must have a district approved erosion control implementation plan
3. Contractor must have district approved sublet request forms
4. Contractor must have provided the district with a satisfactory work schedule
5. Contractor must have completed the pre-construction meeting (unless waived) with the district.
6. Any other items required by contract before construction can begin (i.e. permits, public meetings, etc.)



A contractor must have a fully executed contract before he can start work.

## Investigation Checklist

In the event of a critical incident occurring in a work zone, and to have better records for any potential litigation, obtain form DT2044 from the DOTNET site at <http://dotnet/dbmbms/risk/riskhome.htm> or the Forms catalog at <http://dotnet/forms/>.

The "Investigation Checklist", guideline only, is to assist in gathering potential evidence and documentation that may be requested in the defense of a claim against a negligent state employee. Information gathered using this checklist may be considered confidential attorney-client communication. Risk Management should be contacted before releasing any information. This checklist is intended to guide you in answering questions. It is not all inclusive, it's not mandated, it is simply guidance.

## As-built process

The current standards for submitting As-Builts for filing and printing are on the DOT NET as well as on the Extranet. The As-Built format requirements are outlined in Chapter 2.22 of the Construction and Materials Manual. The following links will access the on line version of the manual.

DOT staff will find it on DOT NET at:  
<http://dotnet/dtidcons/constnds/cmm/CH2TC.pdf> page 137

It is also on the Extranet in the Construction Standards Library for users outside of WisDOT.  
<http://trust.dot.state.wi.us/extntgtwy/dtidcons/constnds/cmm/CH2TC.pdf> page 137

Project development field staff needs to be aware of the specific requirement for the As-Builts. If the plans are submitted and do not meet the necessary requirements they will be returned for correction. Doing the As-Builts right will help with the finals process. If you have any questions please contact Sandra Villiesse, in Construction Services, at (262) 548-8649

## Answer to Picture Question on Page 1

### Transportation District 2

WISDOT District 2  
 141 NW Barstow St.  
 PO Box 798  
 Waukesha WI 53187-0798  
 Phone 262 548 6729  
 Fax 262-548-6465  
 E-Mail: [dtd2techbulletin@dot.state.wi.us](mailto:dtd2techbulletin@dot.state.wi.us)  
 Visit our Web Site  
<http://dtd-d2>  
 Click on the Technical Bulletin Link



Increasing  
Productivity

**The problem lies with not paying close enough attention to the standard detail drawing for an Energy Absorbing Terminal.** The first four posts should be 4" above the beam. Compare this excerpt from a Standard Detail Drawing with the picture. You will see that two of the four posts were cut off too short. Also note the length of each of the four sections of the Energy Absorbing Terminal should be 13'6 1/2" long. See notes 11 and 12 of the bill of materials on Standard Detail Drawing 14 B 24-4a.

